



**AGENDA OF THE REGULAR SESSION  
CITY OF AUBURN  
HISTORIC DESIGN REVIEW COMMISSION  
1225 LINCOLN WAY, AUBURN, CA 95603**

**February 19, 2013  
6:00 PM**

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**Historic Design Review Commissioners**

Matt Spokely, Chairman  
Roger Luebke  
Bob Snyder  
Fred Vitas  
Lisa Worthington  
Liz Briggs  
Cindy Combs  
Terry Green  
Kathryn Kratzer-Yue

**City Staff**

Will Wong, Community Development Director  
Reg Murray, Senior Planner

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF MINUTES**

January 15, 2013

**IV. PUBLIC COMMENT**

This is the time provided so that persons may speak to the Commission on any item not on this agenda. Please make your comments as brief as possible. The Commission cannot act on items not included on this agenda; however, the items will be automatically referred to City staff.

**V. COMMISSION BUSINESS**

- A. HDRC Annual Priorities Review 2013
- B. HDRC Annual Operations & Procedures Review 2013

**VI. COMMUNITY DEVELOPMENT DEPARTMENT FOLLOW-UP REPORTS**

- A. City Council Meetings
- B. Future Historic Design Review Commission Meetings
- C. Reports

## **VII. HISTORIC DESIGN REVIEW COMMISSION REPORTS**

The purpose of these reports is to provide a forum for Historic Design Review Commissioners to bring forth their own ideas to the Commission. No decisions are to be made on these issues. If a Commissioner would like formal action on any of these discussed items, it will be placed on a future Commission agenda.

## **VIII. FUTURE HISTORIC DESIGN REVIEW COMMISSION AGENDA ITEMS**

Historic Design Review Commissioners will discuss and agree on items and/or projects to be placed on future Commission agendas for the purpose of updating the Commission on the progress of items and/or projects.

## **IX. ADJOURNMENT**

Thank you for attending the meeting. The Historic Design Review Commission welcomes your interest and participation. If you want to speak on any item on the agenda, as directed by the Chair, simply go to the lectern, give your name, address, sign in and speak on the subject. Please try to keep your remarks to a maximum of five minutes, focus on the issues before the Historic Design Review Commission and try not to repeat information already given to the Commission by a prior speaker. Always speak into the microphone, as the meeting is recorded on tape. It is the policy of the Commission not to begin consideration of a project after 10:00 PM. Such projects will be continued to the next meeting.

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Community Development Department during normal business hours.

**MINUTES OF THE  
AUBURN CITY HISTORIC DESIGN REVIEW COMMISSION MEETING  
January 15, 2013**

The regular session of the Auburn City Historic Design Review Commission meeting was called to order on January 15, 2013 at 6:00 p.m. by Chair Spokely in the Council Chambers, 1225 Lincoln Way, Auburn, California.

**COMMISSIONERS PRESENT:** Combs, Green, Kratzer-Yue, Luebke, Snyder, Spokely, Vitas, Worthington

**COMMISSIONERS ABSENT:** Briggs

**STAFF PRESENT:** Will Wong, Community Development Director  
Reg Murray, Senior Planner

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF MINUTES**

June 7, 2011  
November 6, 2012

**IV. PUBLIC COMMENT**

None

**V. PUBLIC HEARING ITEMS**

- A. HISTORIC DESIGN REVIEW – 1031 HIGH STREET (GOLD COUNTRY MALL) – FILE HDR 12-15.** The applicant requests Historic Design Review Commission approval for the re-painting of the awning for the Gold Country Mall located at 1031 High Street.

Planner Murray summarized the request, noting that the existing awning is painted in alternating white and yellow horizontal panels and that the proposal would paint the entire awning yellow. The proposed yellow color is consistent with the original yellow color on the existing awning.

Commissioner Worthington commented that the awning compliments the building, but was not sure when the awning was originally added to the building, and asked for clarification about the restoration efforts for the awning.

Director Wong noted that the applicant is not intending to restore the awning back to any particular date. He noted that staff consulted the City Historian and that no information was found identifying the original construction of the awning or the alternating white/yellow paint scheme.

Commissioner Luebke asked for confirmation that the sign currently mounted on the awning would be removed.

Planner Murray confirmed that the sign will be removed per Condition #4.

Chairman Spokely opened the public hearing. No one spoke to the project and Chairman Spokely closed the public hearing.

Commissioner Vitas **MOVED** to approve the project per HDRC Resolution 13-01 as presented.

Commissioner Worthington **SECONDED** the motion.

AYES: Combs, Green, Kratzer-Yue, Luebke, Snyder, Spokely, Vitas,  
Worthington

NOES: None

ABSTAIN: None

ABSENT: Briggs

The motion was **APPROVED**.

- B. HISTORIC DESIGN REVIEW – 205 CHERRY AVENUE (CHERRY AVENUE APARTMENTS) – FILE HDR 12-16.** The applicant requests Historic Design Review Commission approval for the re-painting of a multifamily building known as the Cherry Avenue Apartments located at 205 Cherry Avenue.

Planner Murray summarized the request, noting that applicant is repainting the apartment building. While the walls of the apartment and some building trim features will be repainted with the same colors, historic design review is required since there is a proposed color change for the shutters and upper fascia (from white to burnt red).

Commissioner Worthington asked for clarification about the boundaries of the downtown historic district and the historic design review district as they appear on City maps.

Director Wong discussed the distinction of the districts as they appear on the City's maps and noted that the design review regulations are the same for both areas.

Chairman Spokely opened the public hearing. No one spoke to the project and Chairman Spokely closed the public hearing.

Commissioner Worthington **MOVED** to approve the project per HDRC Resolution 13-02 as presented.

Commissioner Vitas **SECONDED** the motion.

AYES: Combs, Green, Kratzer-Yue, Luebke, Snyder, Spokely, Vitas,  
Worthington  
NOES: None  
ABSTAIN: None  
ABSENT: Briggs

The motion was **APPROVED**.

## **VI. COMMUNITY DEVELOPMENT DEPARTMENT FOLLOW-UP REPORTS**

### **A. City Council Meetings**

None

### **B. Future Historic Design Review Commission Meetings**

Director Wong and Planner Murray reviewed upcoming items, HDRC composition, and scheduling. The HDRC agreed to conduct its annual review of priorities as well as its review of powers and duties on February 19, 2013. Director Wong reminded the Commission to contact staff with their list of interests associated with the HDRC's powers and duties.

### **C. Reports**

None

## **VII. HISTORIC DESIGN REVIEW COMMISSION REPORTS**

None

## **VIII. FUTURE HISTORIC DESIGN REVIEW COMMISSION AGENDA ITEMS**

None

## **IX. ADJOURNMENT**

The meeting adjourned at 6:31 p.m.

Respectfully submitted,

Reg Murray



# Memorandum

## City of Auburn Community Development Department

**To:** Historic Design Review Commission  
**From:** Reg Murray, Senior Planner *RM*  
**Date:** February 19, 2013  
**Subject:** HDRC Priorities Review 2013

On January 22, 2007, the Auburn City Council passed a resolution which stated that the Planning Commission would, on an annual basis in February, have the opportunity to review planning issues affecting Auburn. While the Council's resolution did not include the Historic Design Review Commission (HDRC), the HDRC has on occasion provided the City Council with informal comments regarding priorities related to historic design review. HDRC review in prior years includes:

- 2012 – The HDRC expressed their desire to amend the Historic Design Review Guidelines to include elements from the Auburn Streetscape project. Staff anticipates being able to bring this item to the HDRC for review in the coming months.
- 2011 – The Commission did not have a discussion due to lack of hearings.
- 2010 – The HDRC elected not to identify any priorities.
- 2009 – Renewed interest in the sign ordinance. Also, expressed their interest in temporarily relaxing banner requirements; these banner provisions were later adopted by Council.
- 2008 - Historic color palette and review of the sign ordinance.

No review or action is required; however, if the HDRC identifies any priorities, staff will forward their discussion to the Auburn City Council.

The special projects list indicating the HDRC's priorities as well as staff's principal projects is provided as Attachment 1. Staff anticipates that the HDRC may want to revise the Special Projects List to include a couple new priorities: 1) Review of the HDRC's powers and duties (Section 159.496); and 2) Amending the Historic Design Review Guidelines to be consistent with the recently adopted sign ordinance update.

### ATTACHMENT

1. CDD Special Projects List – 2/13/13

# COMMUNITY DEVELOPMENT DEPARTMENT - SPECIAL PROJECTS LIST

(2/13/13)

| Project |                                    | Comments                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <b>PLANNING COMMISSION</b>         | * Commission priority                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1       | Zoning Ordinance Update*           | 3/26/07 - Sign Ord Update. 3/15/11 - Include hillside development standards per BRSP.<br>4/11/11 - Council direction to proceed with update of the sign ordinance. 2/7/12 - Commission reaffirms interest in updating zoning ordinance. November 2012 - Sign ordinance adopted.                                                                                                                                             |
| 2       | Parking Management*                | 3/15/11 - PC supports continued monitoring of Old Town and Downtown parking and application of policy recommendations per the Walker Parking Study. 2/7/12 - Renewed support of continued monitoring of parking in Old Town and Downtown                                                                                                                                                                                    |
| 3       | Trails Master Plan*                | 2/5/08 - Establish a Trails Master Plan (Worthington); 2/17/09 - PC requests an ad hoc committee be established to begin working on the Plan. 3/9/09 - Council supported ad hoc committee; approach to be directed back to Council for review and approval. 3/15/11 - Commissioners Snyder & Worthington volunteered to initiate the process. 2/7/12 - Commission renewed interest in establishment of an ad hoc committee. |
|         | <b>HDRC</b>                        | * Commission priority                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4       | Historic Design Review Guidelines* | 2/7/12 - Amend the Historic Design Review Guidelines to include elements from the Auburn Streetscape project.                                                                                                                                                                                                                                                                                                               |
|         | <b>STAFF</b>                       | * Staff priority                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5       | Housing Element Implementation     | Complete programs from the 2008-2013 Housing Element (on-going) . Includes ordinances for Reasonable Accommodation, Emergency Shelters, Residential Care Facilities, and Single Resident Occupancy units. March 2013 - Commission review; April 2013 - Council review/action.                                                                                                                                               |
| 6       | Housing Element Update             | Complete update of the 2013-2021 Housing Element by October 2013 (on-going). March 2013 - Commission review; April 2013 - Council review.                                                                                                                                                                                                                                                                                   |
| 7       | HOME Grants                        | Ongoing administration of the First Time Home Buyer and Owner Occupied Rehabilitation programs                                                                                                                                                                                                                                                                                                                              |

|    |                                                          |                                                                                                                                                                                                                   |
|----|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8  | Sign Enforcement                                         | Temporary sign enforcement (i.e. banners/A-frames) in follow-up to adoption of 2012 sign ordinance update.                                                                                                        |
| 9  | Historic Resource Nomination                             | Amend the historic resource nomination process.                                                                                                                                                                   |
| 10 | Roadway Naming                                           | Establish a process for the naming of roadways                                                                                                                                                                    |
| 11 | FEP & General Plan Fee updates*                          | Update the FEP fee and establish a fee towards the update of the General Plan                                                                                                                                     |
| 12 | Baltimore Ravine Specific Plan (BRSP)                    | a) Reimbursement agreement                                                                                                                                                                                        |
| 13 | New Ordinances                                           | b) Improvement plans (bridge & Herdal extension)<br>a) Park Fee Ordinance update<br>b) Outdoor Music/Noise<br>c) Massage Ordinance<br>b) Water Efficiency/Landscape Ordinance<br>c) Wireless Facilities Ordinance |
| 14 | Placer County Airport Land Use Compatibility Plan Update | Placer County Transportation Planning Agency is the Lead Agency for the update. Public Works and CDD staff are members of the Technical Advisory committee.                                                       |
| 15 | Parking Management                                       | Work with Old Town and Downtown business associations to implement additional parking management steps (e.g. 2-hr parking, employee parking, signage, etc.)                                                       |
| 16 | General Plan Implementation                              | Complete programs from the General Plan                                                                                                                                                                           |
| 17 | General Plan Update                                      | Establish process for updates to the General Plan on an element-by-element basis.                                                                                                                                 |
| 18 | General Plan Land Use Map                                | Finalize digital update of the General Plan Land Use Map                                                                                                                                                          |
| 19 | School Park Preserve                                     | Development Agreement and Park Management Plan ( <i>in process</i> ); draft copy circulated                                                                                                                       |
| 20 | CDBG Business Loan Program                               |                                                                                                                                                                                                                   |
|    |                                                          |                                                                                                                                                                                                                   |

P:Annual PC&CC Reporting/2013/PC Priority Projects/CC-PC Special Projects List.2-13-13





# Memorandum

## City of Auburn Community Development Department

**To:** Historic Design Review Commission  
**From:** Reg Murray, Senior Planner *RM*  
**Date:** February 19, 2013  
**Subject:** HDRC Operations & Procedures Annual Review 2013

The City of Auburn revised the historic design review provisions of the Auburn Municipal Code in November, 2004. As part of the 2004 revisions, a provision was included for the Historic Design Review Commission (HDRC) to review its operations and procedures at least once each year and make any recommendations to the City Council (see Attachment 1). This review provides the Commission with the opportunity to consider how it conducts its business and whether any changes are warranted (e.g. the Commission recently expressed interest in meeting on a regular basis (at least once a month), instead of on an as-needed basis).

The HDRC conducted its first formal review of its operations and procedures on February 7, 2012 and determined that the existing procedures were satisfactory and made no recommendations for change.

Prior to 2012, while the HDRC did not conduct a formal annual review, it did make changes to its procedures on an as-needed basis. Those changes included:

1. March 2009 – The HDRC delegated to staff review authority for administrative approval associated with: all sign permits; ADA required exterior building improvements; and, exterior lighting.
2. January 2009 – The HDRC considered the issue of historic colors and provided direction regarding the review and use of historic colors and historic color palettes.

No formal action is required at this time; however, if the HDRC identifies any operational and/or procedural issues that they believe the City Council should address, staff will forward the Commission's recommendations to the City Council.

Note – The Commission's review of its powers and duties, as delineated in Section 159.496 of the Municipal Code, will occur separately at a subsequent meeting tentatively scheduled for March 2013.

### ATTACHMENT

1. AMC Section 159.495 (HDRC Practices & Procedures)

**§ 159.494 HISTORIC DESIGN REVIEW COMMISSION; CREATION, MEMBERSHIP, AND TERMS OF OFFICE.**

(A) *Established.* There is hereby established a Historic Design Review Commission (HDRC).

(B) *Membership.* The Historic Design Review Commission shall consist of 9 members, including the 5 members of the Planning Commission and 4 at-large members.

(C) *Minimum qualifications: At-large members.* The at-large membership of the Commission shall consist of the following:

- (1) One architect.
- (2) One member of an historical society.
- (3) One real property owner or business owner from the Downtown Historic District.
- (4) One real property owner or business owner from the Old Town Historic District.
- (5) The representatives from the Downtown Historic District and Old Town Historic District shall be nominated by the Downtown Business Association or Old Town Business Association, respectively.

(D) *Appointment and terms of office: At-large members.* At large members shall be appointed by a majority of the Council and shall serve a 4 year period. The Council shall appoint 2 at large members to 2-year terms at the time of the initial appointment of at-large members.

(E) *Attendance.* In the event a member fails to attend a total of 3 or more HDRC meetings during a calendar year, the City Council may declare the office of the member vacant. In the event an HDRC office is declared vacant, the appointment of a successor shall be made for such unexpired term in the manner provided in this section.

(F) *Vacancies.* If the office of a member of the Historic Design Review Commission becomes vacant, the City Council shall fill the vacancy by appointing a Commission member whose term shall run the unexpired term of the former incumbent.  
(Ord. 04-8, eff. 11-15-2004)

**§ 159.495 HISTORIC DESIGN REVIEW COMMISSION; PRACTICES AND PROCEDURES.**

(A) *Quorum.* Five voting members of the Historic Design Review Commission shall constitute a quorum with a majority vote of the members present required for passage of any action item.

(B) *Officers.* The chairperson and vice-chairperson of the Planning Commission shall serve as the chair and vice-chair of the Historic Design Review Commission.

(C) *Staff.* The Community Development Department shall act as staff to the Historic Design Review Commission.

(D) *Annual review.* The Historic Design Review Commission shall, at least once per year, conduct a review of its operations and procedures, and make recommendations to the City Council for improvements thereof.  
(Ord. 04-8, eff. 11-15-2004)

**§ 159.496 HISTORIC DESIGN REVIEW COMMISSION (HDRC); POWERS AND DUTIES.**

(A) The Historic Design Review Commission shall have the following powers and duties:

- (1) To adopt rules of procedure for the conduct of its business in accordance with the provisions of this subchapter;
- (2) Act in an advisory capacity to the City Council in all matters pertaining to historic resources and districts;